

Updating Ethnicity Data in the HR System

For MIT:

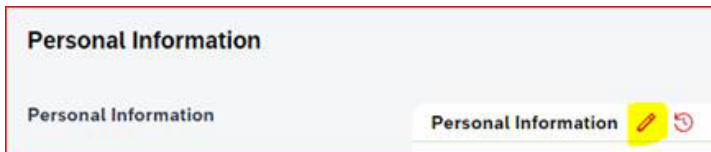
In MIT's HRIS system (myMIT), kaimahi can update their own ethnicity data at any time. There are two ethnic group data fields and 2 iwi fields.

To edit your ethnicity data:

1. From the home page, click on "View My Profile"



2. Go to the "Personal Information" section and click on the pencil to edit:



3. Select today's date for the effective date of the change
4. Review and update appropriate fields
5. Click "Save" at the bottom right of the window

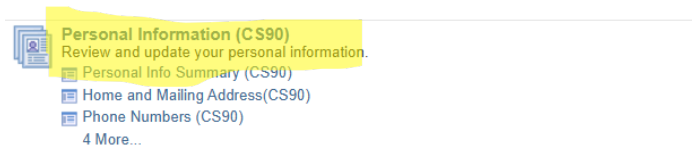
For questions/support, contact peopleandculture@manukau.ac.nz

For Unitec:

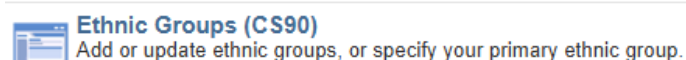
In the Unitec system, kaimahi can update their own ethnicity data via self service however due to a current glitch in the system, you need to be using the Firefox browser when you do this. Chrome or Edge will not allow you to update your details. This is something IT are working to address, however in the meantime **please ensure you use the Firefox browser**.

To edit your ethnicity data:

1. From the Self Service menu, click on **Personal Information**



2. Select **Ethnic Groups**



3. Review and update appropriate fields
4. Click Save
5. For questions/support, contact human.resources@unitec.ac.nz